

APPLICATION  
MONROE COUNTY  
PLANNING & ENVIRONMENTAL RESOURCES DEPARTMENT



**Administrative Waiver Application to the Director of Planning & Environmental Resources**

**This application is for front yard setback waivers only.**

Administrative Waiver Application Fee: \$1,248.00

**Date of Submittal:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

**Property Owner:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mailing Address (Street, City, State, Zip Code)

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Email Address

**Agent (if applicable):**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Mailing Address (Street, City, State, Zip Code)

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Email Address

**Legal Description of Property:**

(If in metes and bounds, attach legal description on separate sheet)

\_\_\_\_\_  
Block Lot Subdivision Key

\_\_\_\_\_  
Real Estate (RE) Number Alternate Key Number

\_\_\_\_\_  
Street Address (Street, City, State, Zip Code) Approximate Mile Marker

**Land Use District Designation(s):** \_\_\_\_\_

**Present Land Use of the Property:** \_\_\_\_\_

**Total Land Area:** \_\_\_\_\_

## APPLICATION

The Director of Planning & Environmental Resources may approve a permit that modifies or waives the minimum front yard requirements set provided the Director expressly finds that the existing setback average on the street is less than the district standard and the modification or waiver will not result in a setback that is less than the setback on the adjacent structures.

**Please provide the front yard setback required by the land development regulations:** \_\_\_\_\_

**Please provide the front yard setback requested:** \_\_\_\_\_

**Please provide the front yard setback of structures on all adjacent properties:** \_\_\_\_\_

**Please provide an estimate of the average setback of structures along the roadway:** \_\_\_\_\_

**Please describe in detail what the waiver would allow you to do:**

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**Is the requested waiver the minimum necessary to provide relief? Please explain:**

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**Has a waiver or variance been applied for on this property in the past? If yes, please provide the date and outcome of the application:**

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**All of the following must be submitted in order to have a complete application submittal:**

(Please check as you attach each required item to the application)

- ☐ Complete administrative waiver application (unaltered and unbound);
- ☐ Correct fee (check or money order to Monroe County Planning & Environmental Resources);
- ☐ Proof of ownership (i.e. Warranty Deed);
- ☐ Current Property Record Card(s) from the Monroe County Property Appraiser;
- ☐ Location map;
- ☐ Photograph(s) of site from adjacent roadway(s);

## APPLICATION

- ☐ **Boundary Survey, prepared by a Florida registered surveyor – three (3) sets** (at a minimum, survey should include elevations; location and dimensions of all existing structures, paved areas and utility structures; all bodies of water on the site and adjacent to the site; total acreage by land use district; and total acreage by habitat);
- ☐ **Site Plan, prepared by a Florida registered architect, engineer or landscape architect– three (3) sets** (drawn to a scale of 1 inch equals 20 feet, except where impractical and the Director of Planning authorizes a different scale). At a minimum, the site plan should include the following:
- ☐ Date, north point and graphic scale;
  - ☐ Boundary lines of site, including all property lines and mean high-water lines;
  - ☐ Land use district of site and any adjacent land use districts;
  - ☐ Locations and dimensions of all existing and proposed structures and drives;
  - ☐ Type of ground cover (i.e. concrete, asphalt, grass, rock);
  - ☐ Adjacent roadways;
  - ☐ Setbacks as required by the land development regulations;
  - ☐ Location and dimensions of all parking spaces (including handicap accessible, bicycle and scooter) and loading zones;
- ☐ **Typed name and address mailing labels of all property owners within a 300 foot radius of the property.** This list should be compiled from the current tax rolls of the Monroe County Property Appraiser. In the event that a condominium development is within the 300 foot radius, each unit owner must be included;

**If applicable, the following must be submitted in order to have a complete application submittal:**

- ☐ **Notarized Agent Authorization Letter** (note: authorization is needed from all owner(s) of the subject property)

If deemed necessary to complete a full review of the application, the Planning & Environmental Resources Department reserves the right to request additional information.

If for any reason the administrative waiver application requires review and consideration by the Monroe County Planning Commission, additional fees, mailing labels and copies of all plans shall be required prior to item being scheduled for commission review.

I certify that I am familiar with the information contained in this application, and that to the best of my knowledge such information is true, complete and accurate.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires

Please send the complete application package to the Monroe County Planning & Environmental Resources Department, Marathon Government Center, 2798 Overseas Highway, Suite 400, Marathon, FL 33050.

## APPLICATION

### AFFIDAVIT

(State of Florida)  
(County of Monroe)

Before me, the undersigned authority, personally appeared \_\_\_\_\_, who, after being duly sworn deposes and says that the following statements are true and correct to the best of his/ her knowledge and belief.

1. That a waterproof sign containing a legal notice for \_\_\_\_\_  
for the property was placed at properties legally described as \_\_\_\_\_,  
\_\_\_\_\_ Key, Monroe County; with the following Real Estate Number(s) \_\_\_\_\_. This  
\_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_. This  
waterproof sign contained an area of at least four (4) square feet. The sign containing the Legal  
Notice was placed on the properties in compliance with the 30-day posting requirements of the  
Monroe County Code. The sign is clearly visible from all public streets adjacent to the property. It  
provides a brief description of the proposed waiver and it indicates where the public may examine the  
application.
2. A photograph of that waterproof sign containing the Legal Notice is attached hereto.

Witnesses (2):

Name of Affiant:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
(Name)

STATE OF FLORIDA  
COUNTY OF MONROE

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by  
\_\_\_\_\_, who is personally known to me or who has  
produced \_\_\_\_\_ as identification and who did take an oath.

NOTARY PUBLIC

Sign \_\_\_\_\_

Print \_\_\_\_\_

State of Florida at Large (seal)

My Commission Expires: